

## VSS REGISTRATION

Click on Register

Welcome to the AMS ADVANTAGE Vendor Self Service System

**Registered Users**

- . Account Maintenance
- . Respond to Solicitations

User Name :

Password :

**Login**

[Forgot Your Password? Click Here](#)

**New Users**

**Register**

- . Add my company
- . Add my location to existing account
- . Create User ID for existing account

**Public Access**

- . View Posted Solicitations
- . View Award Notices
- . View vendor to vendor solicitation comments

After reading the registration requirements, click on Continue. **NOTE: Be sure to assemble ALL of the below information prior to registration!!!**

here to login. Otherwise, continue below.' followed by 'Assemble the following information before continuing:'. A bulleted list of requirements follows: 'Information on each location (first location entered will be considered the Headquarters)', 'Tax ID Number', 'Legal Business name', 'DUNS Number' (with sub-points: 'A free number issued by Dun & Bradstreet for each business location', 'Call toll free at 888-814-1435 to obtain/verify your number', 'Indicate that you are doing business with a Government entity'), 'Contact Information (name, address, email, phone and fax)' (with sub-points: 'Account Administrator (person responsible for your account)', 'Ordering', 'Payment'), and 'Descriptions of your products and services (for example, commodity codes)'. At the bottom of the page is a 'Continue' button. An arrow points from the 'Continue' button in the previous screenshot to this 'Continue' button."/>

### Registration Requirements

Already registered? Click [here](#) to login. Otherwise, continue below.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- DUNS Number
  - A free number issued by Dun & Bradstreet for each business location
  - Call toll free at 888-814-1435 to obtain/verify your number
  - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax)
  - Account Administrator (person responsible for your account)
  - Ordering
  - Payment
- Descriptions of your products and services (for example, commodity codes)

**Continue**

To verify that your company is not already registered, type all or part of the company name followed by a \*, then click on Search

Please enter all or part of your company name and click 'Search' to see if your location is already registered.

Company Name :

<a href="#">Legal Name</a>	<a href="#">Location Name</a>	<a href="#">Alias/DBA</a>	<a href="#">HQ Account</a>	<a href="#">Activated</a>
<input type="button" value="First"/>	<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>	

If this is a **new registration**, click here. If your company is listed but requires account maintenance, follow these steps. **Do not click on New Registration if your company is listed.**

Company Name :

<a href="#">Legal Name</a>	<a href="#">Location Name</a>	<a href="#">Alias/DBA</a>	<a href="#">HQ Account</a>	<a href="#">Activated</a>	
✓ ADVANCE MARKING SYSTEMS			Yes		<a href="#">Activate Account</a> <a href="#">Add Location</a>
ADVANCED AUTOMOTIVE			Yes		<a href="#">Activate Account</a> <a href="#">Add Location</a>
ADVANCED CABLING SOLUTIONS INC			Yes		<a href="#">Activate Account</a> <a href="#">Add Location</a>
ADVANCED CARDIOLOGY			Yes		<a href="#">Activate Account</a> <a href="#">Add Location</a>
ADVANCED CHARGER		ADVANCED CHARGER	Yes		<a href="#">Activate Account</a> <a href="#">Add Location</a>
<input type="button" value="First"/>	<input type="button" value="Prev"/>	<input type="button" value="Next"/>	<input type="button" value="Last"/>		

Is your company listed ?

Yes, but my Location is not activated

➡ Click [Activate Account](#) for the account you wish to activate.

Yes, I found my Headquarters but not my Location

➡ Click [Add Location](#) to create new Location for the existing Headquarters.

Yes, my Account is activated but I don't know the login

➡ Contact your Headquarters for assistance.

No, Register Now

➡

Once you have read the Memorandum of Agreement, click on Accept Terms. These terms must be accepted in order to create a new account.

#### Memorandum of Agreement

You must accept the terms of this Memorandum of Agreement in order to register as a vendor with V returned to the HomePage for Guests.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you warrant that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information provided by the Vendor through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by the agency and public body that:

1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever necessary to complete at all times.
2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information provided by the Vendor through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by the agency and public body that:

This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel the Vendor's registration. If the Vendor's registration is cancelled, the Vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electronic transaction using VSS.

**Accept Terms**

**Reject Terms**

**Please note before proceeding:** The system will check for any errors before allowing you to move on to the next screen during the registration process. Should you receive an error message, click [here](#) to view the messages.

**You have 3 messages. Click [here](#) to view the messages.**

The error message is shown here. You would need to click on each item relating to the error message and correct the information provided or missing.

#### Messages

[Menu](#)

This page lists errors or warnings from the previous page. Errors must be corrected before your information can be saved. Click [Here](#) to close this window and return to previous page.

Message	Severity	Context
Classification is required. (A1428)	Error	<a href="#">Step 1: Create Location</a>
Organization Type is required. (V169)	Error	<a href="#">Step 1: Create Location</a>
Missing Verify My Locations by entry. Please choose the method you wish to use to Verify Locations. (V116)	Error	<a href="#">Step 1: Create Location</a>

Select "Use my Taxpayer ID Number" from the drop down menu. Select your Organization Type and Classification as applicable.

successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.

---

**▼Location Verification**  
This section will be used to establish a password that other locations within your company will be required to use when registering a new location for your company.

\*Verify My Locations by :

*The below fields are required only if you selected "Create My Own" above.*

Vendor Verification Based on :

Vendor Verification Password :

Confirm Verification :

---

**▼Location Information and Legal Name**  
Please complete this information that will be used to define your organization and create your legal name. Values entered in either the First, Middle, and Last Name.

\*Organization Type :

*If your TIN Type is SSN, select Individual. If your TIN Type is EIN, select Company.*

First Name :

Middle Name :

Last Name :

Company Name :

\*Classification :

Legal Name :

Alias/DBA :

Location Name :

Web Address :

W-8 Form :

Enter the Alias/DBA/Location Name (only if applicable) and the Web address (if applicable). Enter the Company Name. Click Next.

successful registration. Failure to complete registration will require all fields to be re-entered when you return to the site.

---

**▼Location Verification**  
This section will be used to establish a password that other locations within your company will be required to use when registering a new location for your company.

\*Verify My Locations by :

*The below fields are required only if you selected "Create My Own" above.*

Vendor Verification Based on :

Vendor Verification Password :

Confirm Verification :

---

**▼Location Information and Legal Name**  
Please complete this information that will be used to define your organization and create your legal name. Values entered in either the First, Middle, and Last Name.

\*Organization Type :

*If your TIN Type is SSN, select Individual. If your TIN Type is EIN, select Company.*

First Name :

Middle Name :

Last Name :

Company Name :

\*Classification :

Legal Name :

Alias/DBA :

Location Name :

Web Address :

W-8 Form :

Complete all fields with a Red \* as these are required fields. Click Next once complete.

**Step 2: User Information**  
Please establish a unique User ID (Login ID) and Password for your VSS Account Administrator. Passwords and User ID's are case sensitive and should be alphanumeric. Please make note of your User ID and Password for future reference.

Jens Jungle Pets, Inc.

▼User Information

*User ID : Jditslear <i>Case Sensitive and must be between 2 and 16 characters in length.</i>	*Password : ..... <i>Case Sensitive and must be between 2 and 16 characters in length.</i>
*First Name : Jennifer	*Retype Password : .....
*Last Name : Smith	*Security Question : What is your mother's maiden name? ▼
*Email : Jsmith@aol.com	*Security Answer : .....
*Phone : 386-626-6698 <i>Format XXX-XXX-XXXX</i>	*Retype Security Answer : .....
Extension :	
Fax :	

Additional Resources & Information:

Enter your Taxpayer ID (TIN) and TIN address. Complete your company address information. Click next.

**Step 3: W-9 Information**  
Please enter information from your W-9 form (Request for Taxpayer Identification Number and Certification).

Jens Jungle Pets, Inc.

▼Add New Taxpayer ID Number  
Add a new Taxpayer ID Number by completing the information below.

Taxpayer ID Number : 568824569  
*No spaces or dashes*

Taxpayer ID Number Type : EIN ▼

Legal Name on W-9 : Jens Jungle Pets, Inc.

Business Name (If different from Legal Name) :

Address : 123 W Indiana Avenue

City : DeLand

State : Florida ▼

ZIP Code : 32724

Complete the company address information for the administrator of your account. *This may be the same information you entered in Step #3.* You will have the option to copy the address forward in the remaining steps of the registration process. The contact information will be populated, but may be edited if needed. After entering the required information marked with a Red \*, click Next.

[help & advice](#)

**Step 4: Account Administrator Address**  
Please enter the address of the administrator of this account. Please note that Account Administrator, Ordering and Payment addresses are required for vendor registration.

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Jens Jungle Pets, Inc.

**▼Address Information**  
Please complete the address information below for your Account Administrator.

\*Street 1 :123 W Indiana Avenue

\*Phone :386-626-6698

Street 2 :

Phone Extension :

\*City :DeLand

Country :United States

\*State/Province :Florida

\*Zip/Postal Code :32724

Additional Address Info. :

**▼Contact Information**  
Please complete the contact information below for your Account Administrator.

\*Principal Contact :Jennifer Smith

\*Phone :386-626-6698

Alternate Phone :

Email :Jsmith@aol.com

Phone Extension :

Alternate Phone Extension :

Correspondence Type :Email

Fax :

Alternate Fax :

**►Contact Address**  
Complete this section ONLY if you are adding a Contact and the Contact uses a different address than the address listed below.

Additional Resources & Information:

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Enter the address where you want to receive orders. If this information is the same as your Account Administrator, you have the option of checking this button, which would populate the information. After verifying that the information is correct, click Next.

#### Step 5: Ordering Address

Please enter the address where we should send your purchase orders. An Ordering Address is required for vendor registration. If you need to add more than one ordering address, you may do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From:

☒ Account Administrator

[\[help & advice\]](#)

[< Back](#) [Next >](#)

Jens Jungle Pets, Inc.

**▼Address Information**  
Add a new Ordering Address by completing the information below.

*Street 1 :	<input type="text" value="123 W Indiana Avenue"/>	*Phone :	<input type="text" value="386-626-6698"/>
Street 2 :	<input type="text"/>	Phone Extension :	<input type="text"/>
*City :	<input type="text" value="DeLand"/>	Country :	<input type="text" value="United States"/>
*State/Province :	<input type="text" value="Florida"/>	Additional Address Info. : <input type="text"/>	
*Zip/Postal Code :	<input type="text" value="32724"/>		

**▼Contact Information**  
Provide a contact for your Ordering Address by completing the information below.

Principal Contact :	<input type="text" value="Jennifer Smith"/>	Phone :	<input type="text" value="386-626-6698"/>	Alternate Phone :	<input type="text"/>
Email :	<input type="text" value="Jsmith@aol.com"/>	Phone Extension :	<input type="text"/>	Alternate Phone Extension :	<input type="text"/>
Correspondence Type :	<input type="text" value="Email"/>	Fax :	<input type="text"/>	Alternate Fax :	<input type="text"/>

Enter the address where the City should remit payment. If this address is the same as the Account Administrator or Ordering Address, you can select one of the below buttons.

After verifying that all the information is correct, click Next.

#### Step 6: Payment Address

Please enter the address where we should send your payments. A Payment Address is required for vendor registration. If you need to add more than one payment address, you may do so under "Account Maintenance" after you complete your registration and log in.

Copy Address and Contact Information From:

☐ Account Administrator

☐ Ordering

[< Back](#) [Next >](#)

Jens Jungle Pets, Inc.

**▼Address Information**  
Add a new Payment Address by completing the information below.

*Street 1 :	<input type="text" value="123 W Indiana Avenue"/>	*Phone :	<input type="text" value="386-626-6698"/>
Street 2 :	<input type="text"/>	Phone Extension :	<input type="text"/>
*City :	<input type="text" value="DeLand"/>	Country :	<input type="text" value="United States"/>
*State/Province :	<input type="text" value="Florida"/>	Additional Address Info. : <input type="text"/>	
*Zip/Postal Code :	<input type="text" value="32724"/>		

**SKIP STEP 7-Click Next to continue to Step 8.**

**IMPORTANT: THE FOLLOWING STEPS WILL INVOLVE ADDING YOUR BUSINESS TYPE AND SELECTING COMMODITIES. NOTIFICATION OF OPEN SOLICITATIONS WILL BE MADE BASED ON COMMODITY CODE. PLEASE BE SURE TO SELECT CAREFULLY.**

Click on ADD in the Business Type Area. The City does not require entries for Service Area. Select as applicable and Save.

[help & advice](#)

**Step 8: Bidding Interests**  
Please enter the Business Types, Service Areas, and/or Commodities appropriate for your organization. This information is optional but will be used to determine when to send electronic solicitation notifications.

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**▼Business Type**  
Select the business type(s) that describe your organization. Examples include woman-owned, minority-owned, or small business. Click the 'Add' Button to view and select the appropriate Business Type.

[Add](#) [Delete](#)

Business Type	Certification Number	Certification Start Date	Certification End Date
<a href="#">First</a>	<a href="#">Prev</a>	<a href="#">Next</a>	<a href="#">Last</a>

**▼Service Area**  
Select the area(s) where your organization can provide its services. Click the 'Add' button to view and select the appropriate Service Area Zones for your organization.

[Add](#) [Delete](#)

Service Area	Service Area Zone		
<a href="#">First</a>	<a href="#">Prev</a>	<a href="#">Next</a>	<a href="#">Last</a>

**▼Commodity**  
Select the commodity code(s) that describe the goods and services your organization provides. Click the 'Add' button to view and select the appropriate Commodities for your organization.

[Add](#) [Delete](#)

Commodity	Commodity Description		
<a href="#">First</a>	<a href="#">Prev</a>	<a href="#">Next</a>	<a href="#">Last</a>

Click on Add to enter commodity information.



Enter the commodity description, then click Search.

[Clear](#)

Commodity/Service Code :  [Search](#)

Commodity Description :  [Search](#)

	Commodity Description	Commodity/Service Code
<input type="checkbox"/>	Emergency Kits for Vehicles Including First Aid Kit, Tools,	05527
<input type="checkbox"/>	Fans, Cab	05528
<input type="checkbox"/>	Fifth Wheels	05530
<input type="checkbox"/>	Gauges, Automotive (Incl. Speedometers)	05532
<input type="checkbox"/>	Grease Guns, Automotive	05533
<input type="checkbox"/>	Generators, 110V (Attached to and Operated by Automotive Eng	05534
<input type="checkbox"/>	Global Positioning Systems for Tracking Vehicles	05535
<input type="checkbox"/>	Grille Guards and Crash Cushions	05536
<input type="checkbox"/>	Headlights, Accessories and Parts (Including Lamps)	05537
<input type="checkbox"/>	Heaters, Defrosters, and Defogging Systems	05538

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[OK](#) [Cancel](#)

A complete list of the commodity codes will be displayed. To see additional commodities within your search criteria, select Next. Once you have located the applicable commodity. **You may select as many commodities as applicable to your business.** Click OK once complete.

[Clear](#)

Commodity/Service Code :  [Search](#)

Commodity Description :  [Search](#)

	Commodity Description	Commodity/Service Code
<input type="checkbox"/>	Emergency Kits for Vehicles Including First Aid Kit, Tools,	05527
<input type="checkbox"/>	Fans, Cab	05528
<input type="checkbox"/>	Fifth Wheels	05530
<input type="checkbox"/>	Gauges, Automotive (Incl. Speedometers)	05532
<input type="checkbox"/>	Grease Guns, Automotive	05533
<input type="checkbox"/>	Generators, 110V (Attached to and Operated by Automotive Eng	05534
<input type="checkbox"/>	Global Positioning Systems for Tracking Vehicles	05535
<input type="checkbox"/>	Grille Guards and Crash Cushions	05536
<input type="checkbox"/>	Headlights, Accessories and Parts (Including Lamps)	05537
<input type="checkbox"/>	Heaters, Defrosters, and Defogging Systems	05538

First Prev [Next](#) [Last](#)

[OK](#) [Cancel](#)

If you selected an incorrect commodity code, put a check mark next to the selection and click Delete.

▼Commodity

Select the commodity code(s) that describe the goods and services your organization

**Add** **Delete**

VolusiaCty

	Commodity	Commodity Description
	✓ 05528	Fans, Cab

First Prev Next Last

Once you have selected the commodity (ies) applicable to your company, click Next and follow the below steps to complete registration.

This page displays a summary of all information entered in the previous steps. Please review **and print a copy for your records**. If you need to make a change, click on any of these to navigate to the correct link.

Once you have reviewed all your information for accuracy and printing a copy, click **Submit** to complete your registration.

Welcome, New User

[Business Opportunities](#) [Vendor Registration](#) [Forms and Additional Information](#) [Catalog Search](#)

[Step 1: Business Information](#)  
[Step 2: User Information](#)  
[Step 3: W-9 Information](#)  
[Step 4: Account Administrator](#)  
[Step 5: Ordering Address](#)  
[Step 6: Payment Address](#)  
[Step 7: Billing Address](#)  
[Step 8: Bidding Interests](#)  
✓ [Step 9: Preview & Submit Registration](#)

[help & advice](#)

### Step 9: Preview & Submit Registration

This page displays a summary of all information entered in the previous steps. Please review your registration information below and **print a copy for your records**. If you need to make a change, click the "Back" button or navigate directly to the appropriate step using the left menu.

Click "Submit" to complete your on-line registration. Cancelling your registration will result in the loss of all entered information.

**Cancel** **Print** **Submit** **< Back**

Step 1: Business Information

▼Location Verification

Verify My Locations by : Use my Taxpayer ID Number

Vendor Verification Based on :

Vendor Verification Password :

Confirm Verification :

▼Location Information and Legal Name

Organization Type : Company	Classification : Corporation
First Name :	Legal Name : VolusiaCty
Middle Name :	Alias/DBA :
Last Name :	Location Name : Corporate
Company Name : VolusiaCty	Web Address : vendor@comcast.net

▼EFT Information

ABA Number : Account Number :

You will receive a message that your registration is complete. **Be sure to complete and submit a W-9 to the City. You will need your user ID and password you created earlier to log into VSS each time.**

### **Thank You!**

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Congratulations, you have completed the registration process. You may now login to VSS using the User Name and Password you just created.